BY ORDER OF THE COMMANDER
70TH INTELLIGENCE WING

70TH INTELLIGENCE WING
INSTRUCTION 38-201

2 NOVEMBER 2001

Manpower and Organization

MANPOWER PROCESSES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally.

This Wing instruction implements AFPD 38-2, Manpower. It establishes policies and procedures for preparing and submitting requests for manpower and organization changes. It also provides guidance for the distribution and maintenance of Unit Manpower Documents (UMD) and Authorization Change Notices (ACN). This instruction implements AFI 38-201, Determining Manpower Requirements, and applies to all 70th Intelligence Wing (70 IW) organizations and tenants receiving manpower service from the 70th Wing Manpower and Organization Office (70 IW/MO). This instruction does not apply to the Air National Guard or United States Air Force Reserve Command.

SUMMARY OF REVISIONS

Updated **5.1.2.** with classified 70 IW/MO web page address for UMD download purposes. Provided update to **5.2.1.** concerning information addressee for a MCR without a group functional. Listed **Attachment 3** for OCR in **5.3.1.** Added **5.6.** addressing the Manpower Management Working Group (MMWG) process. Changed **Attachment 1** to read "API" instead of "RPI" in accordance with AFI 38-201. Added "Action" column to MCR requested actions format in **Attachment 2**. New and revised material is indicated with a revision bar.

1. Policy. The 70 IW/MO is the 70 IW/CC executive agent for oversight of all manpower resources allocated to the 70 IW. All requests for increased manpower and requests to realign manpower within the Wing must be coordinated with or processed through the 70 IW/MO, Manpower and Organization Office.

1.1. Manpower and Organization is considered a skip echelon function. As such, 70 IW/MO will provide technical assistance to all field units as requested on manpower and organization issues. It is incumbent upon field units to keep all echelons informed of issues.

1.2. 70 IW/MO will make visits to wing units to conduct manpower reviews, unit/mission orientation, or for other reasons as directed. The 70IW/MO will not, as a rule, conduct traditional staff assistance visits because of the absence of MO functions below the wing level.

2. Goal. To provide standardized guidance to all 70 IW units to facilitate the most effective and efficient use of manpower resources.

3. Scope. Policy described in this document is applicable to the 70 IW and all subordinate units.

4. Terms Explained:

4.1. Unit Manpower Document (UMD) is a pre-formatted computer product, available through 70 IW/MO, which portrays the manpower allocated to each unit.

4.2. Manpower Change Request (MCR) is a request generated by local functional managers or units to add, delete, or change authorized positions or individual data elements portrayed on the UMD.

4.3. Organizational Change Request (OCR) is a request for organizational action such as unit activation, inactivation, re-designation, or variation to a standard structure.

4.4. Authorization Change Notice (ACN) is a document generated by the approving command Manpower Office providing official notification of a change to an authorization.

5. Policies and Procedures:

5.1. Unit Manpower Document (UMD):

5.1.1. Portrays all categories (officer, enlisted, and civilian) of manpower resources required to perform the Air Force's mission and functions.

5.1.2. Requests for UMDs from 70 IW organizations should be e-mailed to 70 IW/MO, **mailto:70iw.mo@ft-meade.af.mil** (unclass). In turn, 70 IW/MO will e-mail the unit's UMD, or Excel spreadsheet of authorized billets (per your request), to the requesting office. 70 IW organizations may arrange with 70 IW/MO to receive UMDs on a recurring basis if a valid need exists. The UMD may also be downloaded from the 70 IW/MO classified web page located at: **http://www.lno.usaf.nsa/70iw/DIV_mo/services.htm**

5.1.3. **Attachment 1** provides an explanation of codes found on the UMD.

5.2. Manpower Change Request (MCR). All requests to add, delete, realign, or change officer, enlisted, or civilian authorizations must be submitted as an MCR. Provide accurate, detailed, and verifiable data to justify your request. Use any and all information that will help complete the management action taken to alleviate the problem. **Attachment 2** provides the format for completing the MCR. MCRs will be submitted as follows:

5.2.1. Field units will forward all MCRs to impacted group functional managers with the information prescribed in **Attachment 2**. If there is no group functional manager, the field unit submits to wing functional manager (list 70 IW/MO as info addressee on message) after coordinating with the group staff.

5.2.2. Group functional managers will coordinate the MCR and forward the approved request via message to impacted Wing functional managers (list 70 IW/MO as info addressee on message). If MCRs impact more than one functional area, functional managers will coordinate their response prior to Wing submission.

5.2.3. Wing functional managers will review and submit functionally approved MCRs to 70 IW/MO. If MCRs impact more than one functional area, Wing functional managers will coordinate

their response prior to MO submission. It is recommended Wing functionals notify AIA functional managers an MCR is being submitted to 70 IW/MO impacting their area(s).

5.2.4. Upon receipt of a coordinated MCR 70 IW/MO will review, and if found valid, build the project file in Manpower Data System (MDS), and submit to HQ AIA/XPM for further coordination.

5.3.   The Organizational Structure Change Request (OCR):

5.3.1. Organizational Structure (office symbol) changes, deletions, or additions will be processed as MCRs. **Attachment 3** provides the format for completing the OCR.

5.3.2. Requests for disbanding, redesignating, major organizational changes, as identified in AFI 38-101, Air Force Organization, requiring HQ USAF approval must be processed as an OCR. AFI 38-101, Chapter 5, Paragraph 5.2. provides guidance on information needed when requesting changes to your current organizational structure. For clarification contact 70 IW/MO.

5.4.   Authorization Change Notice (ACN)

5.4.1. The 70 IW/MO will review all ACNs upon receipt for accuracy of completed action then forward to the appropriate wing functional managers.

5.4.2. Wing functional managers after receipt and review of ACN notifies group functional managers of results.

5.4.3. Group functional managers will review ACN, and in turn, notify unit originator.

5.5.   Required Manpower Reviews.

5.5.1. 70 IW/MO will notify and task wing functional managers of directed periodic reviews such as O-6 position descriptions, AF Form 480s, Aircrew AFSC/Active Flying Justification, mission directives, acquisition coding, etc. Functionals will coordinate required documentation, submit documents to 70 IW/MO for review, and maintain copies at the appropriate level IAW government directive.

5.5.2. 70 IW/MO will review all changes to civilian position descriptions and AF Form 480s. Units will submit changes through their higher functional echelons to 70 IW/MO for review and coordination.

5.6.   Manpower Management Working Group (MMWG).

5.6.1. The MMWG will meet on an as required basis to evaluate situational and long-range human resource requirements/issues for both military and civilian assets. Its evaluation will include the effects of proposed initiatives and requirements on current force structure. It will also ensure the application of contractor resources is legal and meets Air Force restrictions. It will recommend courses of action for new initiatives, internal reorganizations, and manpower/personnel allocations. The working group will consider civilian employment funding for the civilian awards program. The Chair of the working group will be 70 IW/MO Chief. The membership of the work-

ing group will include, but is not limited to, representatives from manpower, civilian personnel, and financial management.

HAROLD J. BEATTY,   Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 38-2 (**http://afpubs.hq.af.mil/pubfiles/af/38/afpd38-2/afpd38-2.pdf**), *Manpower*

AFI 38-101 (**http://afpubs.hq.af.mil/pubfiles/af/38/afi38-101/afi38-101.pdf**), *Air Force Organization*

AFI 38-201 (**http://afpubs.hq.af.mil/pubfiles/af/38/afi38-201/afi38-201.pdf**), *Determining Manpower Requirements*

AFMAN 36-2105 (**http://afpubs.hq.af.mil/pubfiles/af/36/afman36-2105/afman36-2105.pdf**), *Officer Classification*

AFMAN 36-2108 (**http://afpubs.hq.af.mil/pubfiles/af/36/afman36-2108/afman36-2108.pdf**), *Enlisted Classification*

Terms

AEL—The Academic Education Level is a ranking of how far an individual has progressed in their academic education from not having completed high school to having completed a doctorate degree. Within 70 IW this field is only used to identify officer positions which require an advanced (Masters or Doctorate) academic degree.

AF-RMK—The Air Force Manpower Remarks code identifies authorizations, which are utilized in the accomplishment of a specific mission, but are not adequately defined by other data codes.

AFS TITLE—The Air Force Specialty Title identifies the officer or enlisted specialty title as classified in AFMAN 36-2105, *Officer Classification*; or AFMAN 36-2108, *Enlisted Classification*. NOTE: The AFSC title printout in this field will be overridden if a Duty Code (DTY) is authorized.

AFSC—Air Force Specialty Code as classified in AFMAN 36-2105 or AFMAN 36-2108.

API—The Aircrew Position Indicator indicates rated and non-rated requirements of officer positions. This is a required entry for all aircrew manpower authorizations. See **Table A4.1.**

APDP—Acquisition Professional Development Program. Is the position required to perform acquisition functions and training.

ARR—The Air Reserve Forces identity is used to identify Air Reserve Force (ARF) manpower authorizations and the status of ARF units.

ART—The Civilian Air Reserve Technician Identity code identifies certain civilian authorizations associated with the Air Reserve Forces.

ASF—The Academic Specialty code reflects the academic education required for officer positions in terms of major academic field.

CBP—The Consolidated Base Personnel Office Number designates the location of the Military Personnel Flight responsible for military personnel actions for a particular unit.

CCP—The Central Civilian Personnel Office Number designates the location of the Central Civilian Personnel Office responsible for civilian personnel actions for a particular unit.

CEC—The Civilian Employment Category code shows the six categories that civilians are employed. See **Table A4.2.**

CLASSIFICATION—Denotes classification of the unit manpower document (UMD) or extended unit manpower document (EUMD).

CMD-RMK—The Command Manpower Remarks code identifies MAJCOM unique characteristics of manpower authorizations that are not adequately identified by other data codes.

DFC—The DOD Function Conversion code is used to identify authorizations in functions identified by HQ USAF as commercial-industrial type activities.

DTY—The Authorized Duty Title is a three-digit code used to identify specific duties required in a position. The DTY title overrides the AFS title.

EFF DATE—The Authorization Effective Date is the date the authorization is effective or becomes effective.

FAC AND TITLE—The Functional Account Code (FAC) is used to identify a homogenous grouping of tasks.

a. The first digit of the FAC represents the major groups of functions in the Air Force. These functional groups are divided into seven categories to identify the major type of work performed:

1XXX - Command and Command Support
2XXX - Mission Equipment Maintenance
3XXX - Mission Equipment Operations
4XXX - Direct Support
5XXX - Medical
6XXX - Research and Development
7XXX - Activities outside the USAF

b. The first and second digits of a FAC, when combined, represent the basic function of the major grouping (15XX - Comptroller, 49XX - Other Support Activities, etc.)

c. The third and fourth digits of a FAC represent a further, more detailed, shred out of the basic functions.

d. The last two digits of the FAC are MAJCOM-controlled and are used to identify specific types of work being performed.

FAC RECAP—This shows the total number of requirements (authorizations and peacetime), by fiscal quarter, under each organization structure code or functional account code. Officer, enlisted, and civilian break out the totals.

FCT—The Functional Category code shows the relationship of a position to the mission of the unit. "A" = Permanent Part, "X" = Non-chargeable, "W" = Reimbursable, "Z" = Unknown.

FND—Indicates if the position is funded (Y) or unfunded (N).

GRADE—The authorized grade for a particular position. "CIV" for civilian positions and "CME" for Contract Manpower Equivalent positions. The use of CMEs ensures that contracted workloads are considered to reflect total unit manpower requirements. CMEs are the number of in-service man-years that would be required if the contracted workload was performed in-house at the same workload and performance level required in the contract Performance Work Statement (PWS), and are documented in the UMD to satisfy DoD and Congressional reporting requirements. A PWS and contract must be kept on file for every CME.

IDENTITY—Active, Guard, Reserve, IMA, and Non-Permanent Party (NPP).

ILC—The Installation Location Code identifies a specific location by a four-digit code.

ILK—The Installation Kind identifies the type of installation.

INSTALLATION—The Installation identifies the base or place of the units location (limited to 17 characters).

JD-POS—Joint Duty Position Number.

JDC—Joint Duty Code. Denotes Officer Joint Duty Position.

LOC-RMK—Locally established remarks codes.

MAC—Two digit code denotes Major Command. OU signifies AIA.

MANPOWER TYPE—Authorization, Peacetime, Wartime Plan or Wartime Execution.

MES—The Mission Essential Code identifies the reason a position must be military. See **Table A4.3.**

MET—The Management Engineering Team (MET) code designates the location of the servicing Manpower Organization office

MSI—The Manpower Standard Implementation code indicates the type of manpower the authorizations are based on. See **Table A4.4.**

OCC—The Occupational Series. Identifies the occupational series and class required for a civilian position. The code "99999" is used when the OCC does not apply.

OSC AND TITLE—The Organization Structure Code (OSC) is a seven-character code used to identify the organization structure of a unit. The lesser number in the OSC, the higher echelon placement of that function in the unit. An OSC designates a work center. A complete listing of authorized OSC's and their associated titles can be found in the Data Codes Tables periodically sent to 70 IW/MO by HQ AIA/XPM.

PAL—The Personnel Accounting Level is a two-digit indicator assigned to a unit or group of units that will permit their aggregation into the hierarchy desired by the major command of assignment.

PAS—The Personnel Accounting Symbol (PAS) is a four-digit code to designate a particular unit. Each unit has its own specific PAS code.

PEC—The Program Element Code represents a subdivision of programmed cost data (people, equipment, and facilities) related to a weapon system or support function.

POS-NR—The Position Number is a seven-digit number used to identify authorizations. These provide identification and interface capability between manpower and personnel data systems.

PR-CND—Productivity Condition. CSIP, FASCAP or PIF.

PREPARED—Date UMD was printed.

PRP—Personnel Reliability Program. Not used in AIA.

RLA—The Authorized Language Identity Required code is used to identify positions requiring the person assigned to possess skills in a specific language.

RSC—The Commercial Activity Reason Code denotes the reason for in-house performance of a commercial-industrial type activity. The RSC must contain an entry if there is an entry in DFC column (except for CMEs).

SAR—The Manpower Position Security Access Requirement code identifies the day-to-day level of access to classified information required for a position. See **Table A4.5.**

SCI—S denotes TS/SCI Access.

SEI—The Special Experience Identifier indicates the requirement for special experience or qualifications for a specific position. SEIs authorized for use with specific AFSCs can be found in AFMAN 36-2105 or AFMAN 36-2108.

STATE/CC—The Installation State or Country identifies the state or country where the installation is located.

SUB—The Subcommand Identity denotes the various divisions, centers, and other field operating units.

TOTAL AUTHORIZATION—This section recaps the authorized (funded) manpower of the unit, detachment, or operating location by fiscal quarter, grade, and category (officer, enlisted, civilian).

TOTAL PEACETIME—This section recaps the peacetime requirement (funded and unfunded) manpower of the unit, detachment, or operating location by fiscal quarter, grade, and category (officer, enlisted, civilian).

THRU DATE—The Authorization Through Date indicates the cutoff for which the position will no longer be effective or 31 Dec 4712 which is the total length of the current Manpower Data System (MDS) database.

UNIT ORG ID—Identifies the Unit (70) ORG (ITL) ID (WG); 70 ITL WG (DET) 0005 (OL) 00FH

YLR—The Commercial Activity Year of Last Review indicates the year the DFC was last reviewed. The YLR must contain an entry if there is an entry in the RSC column.

YNR—The Commercial Activity Year of Next Review indicates the next year the DFC will be reviewed. The YNR must contain an entry if there is an entry in the RSC column.

Attachment 2

MANPOWER CHANGE REQUEST FORMAT

A2.1. Format Instructions. Follow the format outlined below when submitting manpower change requests. Individual requests should be endorsed or attached to a letter of transmittal signed by the appropriate official as specified in paragraph **5.2.1.** of this instruction. Also comply with paragraph **5.2.2.** if the requested change affects any civilian authorizations.

MEMORANDUM FOR 70 IW/MO

FROM: Unit/Office Symbol

SUBJECT: Manpower Change Request

1. REQUESTED ACTIONS: Request the following manpower authorizations are changed as indicated below:

ACTION	PAS	FAC	OSC	POS NBR	AFSC	GRD	EFF DATE	THRU DATE
Current	FSJF	510000	SGA	0021223	041A3	LTC	1 Oct 00	Permanent
Proposed	FMIT		CC		C041A3			

NOTE: The data elements required are found on the UMD and are explained in **Attachment 1**. The PAS, FAC, OSC, and POS NBR are required entries for all requested actions; other data elements are portrayed as needed to identify specific items to be changed.

2. JUSTIFICATION: Complete justification is required for any change. When documenting your rationale for the requested change, answer the following questions:

a. Is a manpower increase being requested to satisfy a temporary peak workload? If so, could temporary over hires be used? Could personnel be temporarily borrowed from other work centers, TDY assist personnel, or could civilian or military overtime be used to satisfy the requirement? (NOTE: Manpower is generally based on a median workload level for a cycle)

b. Is the requesting unit organized in accordance with AFI 38-101, Air Force Organization? Also if the organizational structure is affected, provide charts reflecting the current and proposed.

c. Does an Air Force, AIA, or 70 IW manpower standard cover the requesting function? If so, what are the results of the standard application? Except for very unusual conditions, requests for changes to functions covered by a current manpower standard will not be approved. Standards are developed by Manpower Organization personnel, in conjunction with the Air Staff and MAJCOM Functional OPRs, using extensive and thorough management engineering studies and represent statements of performance and capability accepted throughout the 70 IW and the Air Force. However, a unique workload that is not covered by the standard may warrant the development of a variance to the Air Force Manpower Standard (AFMS).

d. Could contract services be used in lieu of increased authorizations i.e., outsourcing and privatization?

e. Is there an increase in workload associated with a programmed change in mission or directed by HQ USAF, HQ AIA, or 70 IW? If so, cite the applicable directive.

f. Is there a backlog of work to be performed? If so, quantify and list any overtime performed for the past 12 months by both military and civilian personnel. Also, list any personnel on loan from other work centers and how long each person has been used.

g. If task frequencies have increased and/or procedures have changed, list the tasks and the estimated time to accomplish them.

h. In the case of MCRs to realign positions, do the requested actions remain within PEC, grade, and AFSC constraints?

i. Can a lower priority resource (authorization) be used to satisfy the requirement?

j. What management actions have been taken to accommodate the new or increased workload within existing manpower resources? Examples of management actions include:

(1) Split shift scheduling.

(2) Elimination or curtailment of an operation or service.

(3) Improving shop or office layout.

(4) Simplify existing procedures.

(5) Better utilization of available equipment.

(6) Obtain waivers to regulations.

k. Include a mission impact statement to support your request.

l. Is there any other information that supports your request? Include any information that will clearly explain the need for change.

m. Requests for military to civilian conversions are usually disapproved unless the requester identifies trade-off positions.

n. Requests for civilian to military conversions or increase in military authorizations should state why military authorizations are required.

3. WORKLOAD CHANGES: When an MCR is submitted due to a change in workload, the following information should be provided:

a. Historical Data. Determine the application workload factors from the appropriate manpower standard. Furnish the most recent 6 to 12 months of data for these workload factors. Twelve months of historical data is preferred so trends in workload can be analyzed.

b. Future Data. If there are known programmed changes in type or level of workload, estimates of these workload values should also be included in your request.

c. Basis for Change. In all cases, cite the specific reason for the increase or change in workload. Cite the specific directive and if that directive is not normally available through Publication Distribution Office (PDO) channels, include any extracts from the directive that will support your case.

4. IDENTIFICATION OF LOWER PRIORITY RESOURCES: Every request for additional authorizations or conversions should identify a lower priority authorization (trade-off resource) which could be

used to satisfy the requirement. As a general rule: All authorization changes must be filled with current 70 IW resources.

5. LEAD-TIME FOR MANPOWER ACTIONS: Short lead-time adjustments cause considerable turbulence in the personnel assignment channels. In general, 9 months lead-time is necessary to preclude any problems. The following guidelines should be used in determining effective dates for requested changes:

      a. Decreases of military authorizations will be effective immediately upon determination that a valid requirement no longer exists.

      b. Changes to civilian authorizations must be carefully reviewed to minimize any adverse civilian impact.

      c. An increase in military authorizations or a realignment that involves an AFSC change must be projected 9 months in advance to allow for personnel lead-time. Approval from HQ AIA Directorate of Personnel (DP) is required to make changes effective prior to normal lead time for encumbered or advertised position number. The MCR must specifically state why short lead-time is necessary. If no adverse impact is anticipated, so state and explain the circumstances. MCRs containing short lead-time changes, without sufficient justification, will be changed to allow for the normal 9-month lead-time.

Attachment 3

ORGANIZATIONAL CHANGE REQUEST

A3.1. Formatting Requirements. Follow the format outlined below when submitting Organizational Change Requests. Individual requests should be endorsed or attached to a letter of transmittal signed by the appropriate official as specified in paragraph **5.2.1.** of this instruction.

MEMORANDUM FOR 70 IW/MO

FROM: Unit/Office Symbol

SUBJECT: Organizational Change Request

1. REQUESTED ACTIONS: Request the following organizational change(s). (Provide a written description of requested changes and attach current organizational chart as well as the proposed new chart)

2. BENEFITS OF CHANGE: (As a minimum, answer the questions below in the justification)

   a. What is the proposed action?

   b. Why is the action needed? What are the expected benefits? Generalized statements such as "Increase in mission capability" or "Reduces span of control" are not adequate as justification. This question must be answered.

   c. What is the structure of the new organization?

   d. How does the structure compare with the standard structure and nomenclature?

   e. Are standard data code/data element changes required?

   f. What is the potential impact on other organizations?

   g. What is the impact the organization request has on unit history?

   h. What is the cost of the request in terms of dollars and resources?

   i. If proposing a major unit change, what other similar units in the command are affected? What other similar units n the Air Force or Air Reserve Components are affected? If the change cannot be applied to similar units, please explain.

Attachment 4

CODE TABLES

A4.1. General. The following tables are provided as representations of codes listed in **Attachment 1** of this instruction.

Table A4.1. Aircrew Position Indicator Codes.

CODE	AERO RATING	TYPE DUTY	FLY/NON-FLY	JOB LEVEL
1	Pilot	Aircrew	Fly	Line Unit
2	Navigator	Aircrew	Fly	Line Unit
3	Pilot/Navigator	Staff/Super	Non-Fly	Wing & Below
4	Pilot/Navigator	Staff	Non-Fly	Above Wing
6	Pilot/Navigator	Staff/Super	Fly	Wing & Below
8	Pilot/Navigator	Staff/Super	Fly	Above Wing
A	--	Aircrew	Fly	Line Unit
B	--	Staff/Super	Fly	Wing & Below
C	--	Staff/Super	Non-Fly	Wing & Below
D	--	Staff	Fly	Above Wing
E	--	Staff	Non-Fly	Above Wing
Z	Non-Career Flyer AFSC	Aircrew	Fly	Line Unit

Table A4.2. Civilian Employment Category Codes.

CEC	CATEGORY
10	General Schedule (GS) - US Citizen
20	Wage Grade (WG/WL/WS) - US Citizen
30	Direct Hire Non-US Citizen
40	Indirect Hire Non-US Citizen
50	Deutschmark Funded
70	Non-Appropriated Funds (NAF)
80	Contract Manpower Equivalent (CME)

Table A4.3. Mission Essential Codes.

CODE	DESCRIPTION
A	In combat or direct combat support
B	Requires previous military training
C	Tradition and customs (Honor Guard and Band)
D	Military required outside AF
E	Military experience required
F	Temp Mil-No civilian available
H	Direct military authority - UCMJ
I	Filled with military by law only
J	Civ Posn-Incumbent must be ART
M	Indirect combat support
N	Non-military essential
R	Undergoing cost comparison analysis
S	In-house after cost comparison study
T	Awaiting war deployment tasking
Z	Not covered by codes A-I

Table A4.4. Manpower Standard Implementation Codes.

CODE	DESCRIPTION
A	Air Force Functional Review
B	Air Force Type II & III Standard
C	Air Force Manpower Standard
D	A-76 Review Remain In-House
E	AF Reserve Manpower Standard
F	Crew Ratio
G	Command Standard
H	Administrative Staff
I	Indeterminate
J	Command Functional Review
K	Requires Standard Revalidation
L	Aircraft Maint & Munitions
M	Command Unique Manpower Standard
N	Not Covered by AFMS (Variance Pending)
O	Outside the Air Force
P	Pending Standard Variance Approval

CODE	DESCRIPTION
Q	Program Flying Training
R	Reimbursable
S	Staffing Pattern Wing or Below
T	Command Exception to a Standard
U	Command Variance AFMS Command Standard
V	Air Force Approved Variance AFMS
W	Air National Guard Manpower Standard
X	Air Force Directed Requirement Wing or Below
Y	Command Directed Requirement Wing or Below

Table A4.5. Manpower Position Security Access Requirement Codes.

CODE	DESCRIPTION
1	SECRET
2	TOP SECRET
3	TOP SECRET, SIOP/ESI ACCESS
9	Not yet determined.
S	TOP SECRET/SCI